

Planting Roots Designer Job description

Designer

Reports To

The Designer will report to the Publishing Director.

Job Overview

The Designer is responsible for assisting in the creation of new publications. She will contribute to both print and digital publications and have the opportunity to lead larger projects. Designing will consist of editing both print and digital products alongside a team of writers and editors.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Publishing Team Meetings, including submitting hours logged, resources produced, and funding needs and used.
2. As directed by the Publishing Director, provides advice and assistance to cross-team collaboration in support of Planting Roots' mission and goals.
3. Support the vision and mission of Planting Roots
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

B. Job-specific Responsibilities

1. Create and design studies, devotionals, and teaching tools that are military women and wife-focused, theologically sound, and unique.
2. Design and self-edit work to the best of my ability before submission by the deadline.
3. Attend staff meetings and trainings.
4. Promote PR on social media, read and share Planting Roots products.
5. Continue development of writing and editing skills.

Qualifications

- Time Commitment: 10-20 hours per month, averaging approximately 20 hours monthly, minimum two-year commitment preferred.
- Experience with book design and layout.
- Familiarity with Canva, Adobe Indesign, and Amazon KDP is a plus but not required.
- Financial Commitment: Attend conferences and Staff Retreats as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of two years' experience in writing and editing, preferably in the context of ministry. Familiarity with online social media and website platforms is a plus. Experience in organizing data and using Google Drive and track changes. Willing to work with a variety of personalities and maintain contact with staff in remote locations.